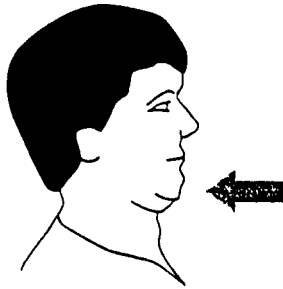
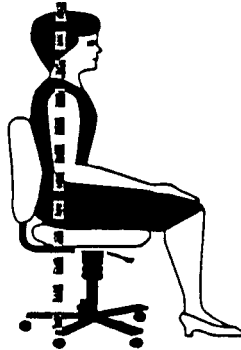

PREVENTION

On-the-job exercises to fight CTDs



Chin Glide

Without lifting your chin up or down, glide your head straight back. Repeat slowly 5 times.



Neck stretch

Sitting relaxed, imagine a cable pulling your head upward. Hold for count of 3. Relax and repeat 3 times.



Hand stretch

Spread the fingers of both hands apart and back while keeping your wrists straight. Hold for 3 seconds. Repeat five times for each hand.

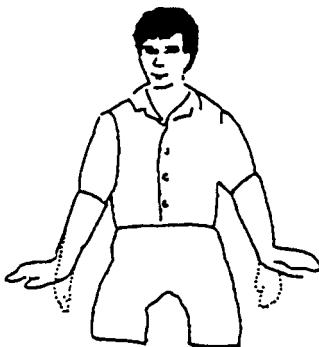
Disc Reliever

Place hands in the hollow of the back and focus straight ahead. Then, bend backward over hands without bending knees. Immediately straighten up. Repeat 10 times.



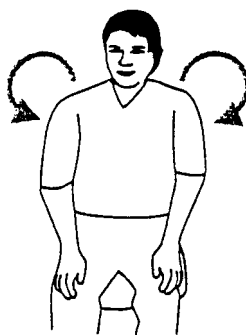
Side to Side

With hands on hip, place feet apart and rock from side to side, bending alternate knees. Repeat 10-20 times.



Arm stretch

With arms at side and elbows straight bend wrists back and forth slowly. Repeat three times.



Shoulder shrug

Sit straight and raise shoulders toward ears. Hold for 3 seconds. Repeat twice.



Arms up

Raise arms with palms out. Squeeze shoulder blades and hold for 3 seconds. Repeat twice.

PREVENTION

Workstation set-up & design safety checklist

EMPLOYEE CHECKLIST

Below are some of the basic things anyone using a work station should consider before starting or during the workday:

1. Does the desk fit?

While sitting in the work station chair, with your hands on the keyboard, your elbows should be at a 90-degree angle and your wrists should be straight.

The top of your monitor should be no higher than about 15° below the horizontal eye level. The bottom of the screen should be no lower than 45° below horizontal eye level. Monitor distance from your eyes should fall within 39" +/- at the upward limit to 28" +/- at the lower limit. The top of the monitor should be tilted away from you at about 5° to 12° +/-.

Your legs should be able to move freely beneath the desk.

The chair back should rest in the curve of your lower back. Your feet should be resting flat on the floor. If, given the height of the chair, your feet dangle, use a foot rest.

2. Take a break

Every 30 minutes, take a five-minute break. Walk around, stretch, or do the suggested exercises on the reverse side of this pullout.

If you are unable to leave your seat, then at least look up from the screen and focus on a distant object, in order to avoid eye strain.

3. Be an educated employee

Know the basics of ergonomic safety, and follow those rules. Take the time to adjust your workplace to fit your body.

4. Know the warning signs

Any of these signals should prompt you to stop and rest. If the symptoms continue, you should seek treatment:

- ◊ Tingling sensations or numbness in the shoulders, arms, wrists, hands fingers or back and legs;
- ◊ Vise-like pressure on the wrists;
- ◊ Sharp pain in the wrists, forearms, upper arms or hands.

EMPLOYER CHECKLIST

Below are some of the basic things an employer or human resources professional should consider when planning a work station:

1. Is the equipment adjustable?

What is an ergonomically sound work station for one employee might be dangerous for scores of other workers.

If economically feasible, provide adjustable tables, chairs, video screens and tiltable document holders.

Chairs should come with lumbar supports, or lumbar rolls should be provided.

Keyboards should be equipped with platforms that allow the devices to be raised or lowered, to help the worker keep wrists in a straight line.

Require employees to use headsets rather than cradling the telephone in their necks.

Follow the guidelines on the reverse side of this pullout.

2. Be flexible

Even the most correct work posture will cause a worker's back muscles to fatigue. Thus, a worker might avoid strain by varying positions, from seated to standing. Consider ways to accommodate the worker, perhaps by setting up a few "standing" work stations.

3. Educate your employees

A successful ergonomic program is dependent on the support of employees. Teach them the risks and urge their active participation.

4. Know the warning signs

Any of these signals should prompt the worker to stop and rest. If the symptoms continue, the worker should seek treatment:

- ◊ Tingling sensations or numbness in the shoulders, arms, wrists, hands fingers or back and legs;
- ◊ Vise-like pressure on the wrists;
- ◊ Sharp pain in the wrists, forearms, upper arms or hands.